

# Gifts, Bequests and Memorials Policy

## Shelby Community Library

Revised July 7, 2014

Approved August 4, 2014

Community support is vital to the Shelby Community Library. Gifts and donations to the library are always encouraged. The Shelby Community Library is pleased to accept gifts and donations with the following conditions:

### **A. Donations to the Collection**

1. The Library accepts gifts of books, pamphlets, periodicals, audio-visual materials, and the like with the understanding that they will be added to the library collections only when needed; including the right to dispose of the gift/gifts without notifying the donor.
2. The library will not affix a value for tax purposes to such gifts; this is the responsibility of the donor. However, the library will, upon request, acknowledge the gift with a receipt or letter specifying the type, quantity and condition of the gift for the donor's records.
3. The same principles of selection which are applied to purchases are applied to gifts. Some gifts may not be used in the collection for these reasons:
  - May be an item of which the library already has a sufficient number.
  - May not be of sufficient present reference or circulation value to the library.
  - May be in poor condition.

### **B. Memorial Gifts**

All memorial and gift books added to the collection will include, upon request, an appropriate book plate identifying donor and purpose of donation. The library will acknowledge memorial gifts in writing if the donor provides name and address.

### **C. Acknowledgement**

The Library Director shall notify the board periodically of gifts received and these gifts may be acknowledged in the newspaper or by other appropriate means.

Donations may also be made to the Shelby Library Foundation, a 501(c) (3) organization, which exists to expand what the Shelby Community Library is able to do with school and Village of Shelby funding.

### **D. Major Gifts**

1. Unrestricted gifts of money will be gratefully accepted by the board.
2. Other donations, such as restricted cash gifts, land, property, etc., will be reviewed by the Library Director and board before acceptance.
3. The Shelby Community Library issues letters of receipt for all major gifts (over \$250 for taxes) received by the library.
4. Donations of the following gifts will be recognized on the donor tree (monetary or gifts in kind):
  - \$500 - \$999 Brass Leaves
  - \$1,000 - \$4,999 Silver Leaves
  - \$5,000 and up Gold Leaves

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